

# Adobe Writer Version 7 and 8 Instructions

## Version requirements and applicability:

To add Signature Fields To Design Exception/Design Waiver/Deviation from Standards Form (Adobe Writer Pro Version 8 only)

To sign as Certifying Official (Adobe Writer Pro Version 8 only)

To sign other than Certifying Official (Adobe Writer 7 or 8 or Adobe Reader 8)

**All personnel that will be digitally signing this form begin here.**

**Accomplish this one-time setup for a signature graphic well in advance of needing to digitally sign your first document.**

Setting up a signature graphic

Sign your name on a blank piece of white paper (use upper left portion of paper)

Scan or have someone scan the image as a transparent gif file

Create a subdirectory on your "J" drive called "DigitalSignatureFiles"

Save image to this location

**Initial Adobe Writer set up (If done skip to "Continue here when ready for your project" on page 2 if Preparer or page 4 "Signing the document.")**

Open Adobe Writer

Click "Edit" menu

Select "Preferences"

From "Categories" on the left side of the dialog box scroll and select "Security"

Check "Verify signatures when document is opened"

In "Appearance" area select "New"

In "Title" area enter "Digital Signatures-abc" (For "abc" substitute your name. This allows another user to set up this item from the same PC.)

In "Configure Graphic" area

Click "Import Graphic"

Click "File"

Browse to the location where you saved your scanned signature gif file

From "Type of Files" select gif option

Select your signature file and click "Select" (sample should display on next screen)

Click OK

In "Configure Text" area

Verify all "Show" options are selected (should be on by default, check those that are not)

In "Text Properties" area

Verify "Auto" is selected (should be default, check if not)

Click "OK"

Select the “Advanced Preferences” option  
From the “Verification” tab  
Select or verify that  
    The first “Use the document-specific method” is selected  
    “Require certificate revocation...” is checked  
    “Secure time...” is marked  
Select the “Creation” tab  
    Select the “Show reasons when signing” option  
    For “Enable Reviewing of Document Warnings” option select “Always”  
    For “Prevent Signing Until...” option select “Never”  
Click “OK” and Click “OK”  
(Note: you can use this Initial set up any time to create a new signature type (with a different name) or if needed to check/modify your settings)

**Continue here when ready for your project.**

**Preparer continue, all other to digitally sign a project skip to page 4, Signing the document.**

Download latest “Design Exception/Design Waiver/Deviation from Standards” form from the Web site: <http://www.udot.utah.gov/main/f?p=100:pg:11372893648178997748:::V,T:,653>

Open File in MS Word

Enter required data for your project and save  
Do not change any formatting in the form or bold any items

Convert to Adobe PDF file from Word (Use button on toolbar or from the Adobe PDF menu select “Convert to Adobe PDF.” (Do not use the print option to print using the Adobe PDF printer driver. This option has not been tested.)

Add all supporting documentation to PDF file

Insert PDF files at the end of the file just created.  
After inserting all additional PDF files the file needs to be compressed. Accomplish a “Save As with the same file name to compress.  
Once the following steps are accomplished to “Create New Form” and add “Document Signature Fields” no additional pages can be added. The entire package must be complete before continuing.

Open PDF file

Check file. If the file looks alright continue with next step. If not correct in Word and recreate the PDF file and add supporting documentation.

Click “Forms” menu

Select “Create New Form”

Select “Start with an electronic document” and click Continue

Review dialog box and if desired select the “Do not show again” option and click Continue. (If selected the next time you complete this process this item will not apply.)

Select “Use the current document” and click Next

Select “Place Field By Hand” and click Next

Click Done

Adobe LiveCycle Designer process automatically begins

Uncheck “Add an email button.”

Uncheck “Add a print button.” (You can leave this one if you want.)

Click Finish

The LiveCycle Designer with the PDF file opens.

Add Signature Fields as follows (**Do not add any other fields to your document.**)

Maximize Window if not already maximized

Scroll to the top of the last page, Part III, Approval/Signatures, so that all signature areas are displayed.

In the right Library screen, Standard tab scroll to find the “Document Signature Field” option

Click and then go to the first signature area.

Put cursor in desired top left location starting just below the previous line of text or the solid line, click and hold left mouse button and drag to desired end location to fill the entire signature area stopping just above the solid line.

Repeat the last two steps to add all signature fields.

Save the form with appropriate file name (not the same file name used to start the process) to the desired location. By not using the same file name you have a copy of the original PDF file without Signature Fields in case a problem is encountered at some point. The original PDF file can still be created from the Word file but this saves a little time.

Close LiveCycle Designer (This is the only time you have to use LiveCycle Designer for anything related to this Process.)

Enabling signatures for use in Adobe Reader

Open the file just saved with the signature fields in Adobe Reader.

Click on the Advanced menu

Select “Enable Usage Rights in Adobe Reader”

Save the file

Continue when ready to begin the signing process

**Certifying and Signing the Document**

**For the Preparer**

Open the completed form in Adobe Writer

Go to the Signature Page

Right Click in the first Signature Field (A regular left click will not give you the option to Certify the document, just sign. The Certify open is only available to the first signer, thereafter right and left click provide the same option, sign only. Adobe Reader does not allow the Certify option.)

Select the “Certify with Visible Signature” option to Digitally Sign the form  
From “Digital ID” select your name. (Other names may be here if the same PC is being used by more than one person to digitally sign.)  
From the drop down “Appearance” select “Digital Signatures-your name” that you created above.  
From “Reason” select “I attest to the accuracy and integrity of this document.”  
From “Permitted Changes after Certifying” select “Form fill-in and digital signatures.” (This option must be selected so all changes other than adding further signatures are prevented.)  
Click “Sign”  
Complete the signature process and Save

Close document, email or electronically transfer to the next person.

### **Signing the Document**

**For remaining personnel (Project Manager, Region Preconstruction Engineer, and if required Region Director)**

Accomplish “one-time” and “Adobe Initial” actions starting on Page 1 if not already accomplished before continuing.

If required “Save” the file from email or other method to desired location and open in Adobe Writer (version 7 or 8) or Adobe Reader (version 8 only)

Click in the required Signature Field

From “Digital ID” select your name. (Other names may be here if the same PC is being used by more than one person to digitally sign.)  
From “Appearance” select “Digital Signatures” that you created above.  
From “Reason” select “I attest to the accuracy and integrity of this document.”  
Click “Sign” to Digitally Sign the form  
Save

Email or electronically transfer to the next person

Repeat actions on this page of the process for remaining required signatures until region signing actions are complete.

Email or electronically transfer to the Complex, Preconstruction area. (Currently Steve Anderson or Robert Miles. **Do not send to Traffic and Safety, Steve or Robert will do this after logging the receipt of the form.**)

**Department Preconstruction Engineer**

Complete required process

Email or electronically transfer to Traffic and Safety

**Traffic and Safety**

Accomplish “one-time” and “Adobe Initial” actions starting on Page 1 if not already accomplished before continuing.

If required “Save” the file from email or other method to desired location and open in Adobe Writer (version 7 or 8) or Adobe Reader (version 8 only)

Click in the required Signature Field

From “Digital ID” select your name. (Other names may be here if the same PC is being used by more than one person to digitally sign.)

From “Appearance” select “Digital Signatures” that you created above.

From “Reason” select “I attest to the accuracy and integrity of this document.”

Digitally Sign the form

Save

Email or electronically transfer back to the Department Preconstruction Engineer

Department Preconstruction Engineer

Email or electronically transfer to FHWA as required

**FHWA**

Accomplish “one-time” and “Adobe Initial” actions starting on Page 1 if not already accomplished before continuing.

If required “Save” the file from email or other method to desired location and open in Adobe Writer (version 7 or 8) or Adobe Reader (version 8 only)

Click in the required Signature Field

From “Digital ID” select your name. (Other names may be here if the same PC is being used by more than one person to digitally sign.)

From “Appearance” select “Digital Signatures” that you created above.

From “Reason” select “I attest to the accuracy and integrity of this document.”

Digitally Sign the form

Save

Email or electronically transfer back to the Department Preconstruction Engineer

**Department Preconstruction Engineer**

Digitally sign

Make required notifications and send final file as needed

File original electronically and hard copy